



U.S. General Services Administration

Federal Acquisition Service

Purchase Order

GSA Training Module developed for IWAC RBA Extension Project

Purchase Order Training Module Overview

Description: This training module will take you step-by-step through the Purchase Order (PO) documents available in the Regional Business Application (RBA) IT-Solutions Shop (ITSS) component.

Navigation: If the tutorial opens up in your web browser, simply click your mouse or your space bar to advance to the next slide. Use the “Backspace” key to go back. If the tutorial opens in the PowerPoint application, click on “F5” to view the tutorial. Use the spacebar or click your mouse to advance to the next slide. To go back, click on the “Backspace” key.

Purchase Order Glossary

Term	Definition
Bilateral PO	A purchase order document that requires signature by both the GSA Contracting Officer and the Primary Contractor to be awarded.
CCR	Central Contractor Registration. Contractor's company data listed on Purchase Order must match CCR for Purchase Order award process to complete successfully. (International Companies are verified/matched manually).
CO	Contracting Officer - GSA staff person who signs purchase orders, thereby awarding orders to contractors. Often referred to as ACO or CO in the system.
PIID	Procurement Instrument Identification Number is a unique auto-generated number for each order. PIID is generated when the Market Analysis (MA) or Directed Buy (DB) form is submitted
Purchase Order Form	Type of Purchase order – can be Form 300, Form 30, Form 1449, Form 1155, and Form 26. Form 30 cannot be used on the base mod (00) of an order.
Sign	On Purchase Order. An editable signature checkbox displayed to the GSA Contracting Officer authorized for signing the Purchase Order.
Unilateral PO	A purchase order document that only has to be signed by the GSA Contracting Officer to be awarded.

Purchase Order Privileges

User Role Action	Create	Edit	View
CSR	✓	✓ *	✓
GSA Contracting Officer	✓	✓ **	✓
Client			✓ ***
Contractor		✓ *****	✓ ****

*CSR can edit pre-award, but cannot sign.

** Contracting Officer can edit & sign pre-award.

***Client and Contractor can view Purchase Order after signed by Contracting Officer.

****Contractor can edit bilateral Purchase Order in a 'Pending Vendor Signature' state.



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WELCOME

ORDERS

FUNDING

REGISTRATION

CONTRACTS

Select a View:

<<-- View Orders -->>

<<-- View Inactive Orders -->>

<<-- View Action

>>

Go to a Specific View Item:

Go

[Create New Order](#)

Orders - Entire Package

Next -> |

Order Package

ID31120060-COI Sarah Client (Organization Name) AWARDED (Mod 001 - AWARDED)>>Furn

00 Chronology

▶ 01 Electronic Contract File (ECF)

▼ 01 BOM/SOW ID31120060 - 000 Amendment 00 AWARDED

▼ RFQ Modification 000 Version 00 Amendment 00 GSA APPROVED

Quote Ver 00 Rev 00 for Steve Contractor (IT INDUSTRY PARTNERS) Cnt# << Open Market >>, BID=\$200,000.00

Quote Ver 00 Rev 00 for Mary Contractor (CONTRACTOR COMPANY) Cnt# << Open Market >>, BID=\$235,000.00

*Market Analysis Version 00 - Quote Selected: Steve Contractor - IT INDUSTRY PARTNERS (<< Open Market >>), \$193,100.00

>Certification of Funds - Funds Available (Financing FM)

>Form 300 - Awarded on 2012-02-09

>FPDS-NG Form - ID31120060-000

▼ 01 Order Mod ID31120060 - 001 AWARDED

>Certification of Funds - Funds Not Required

>Form 30 - Awarded on 2012-02-10

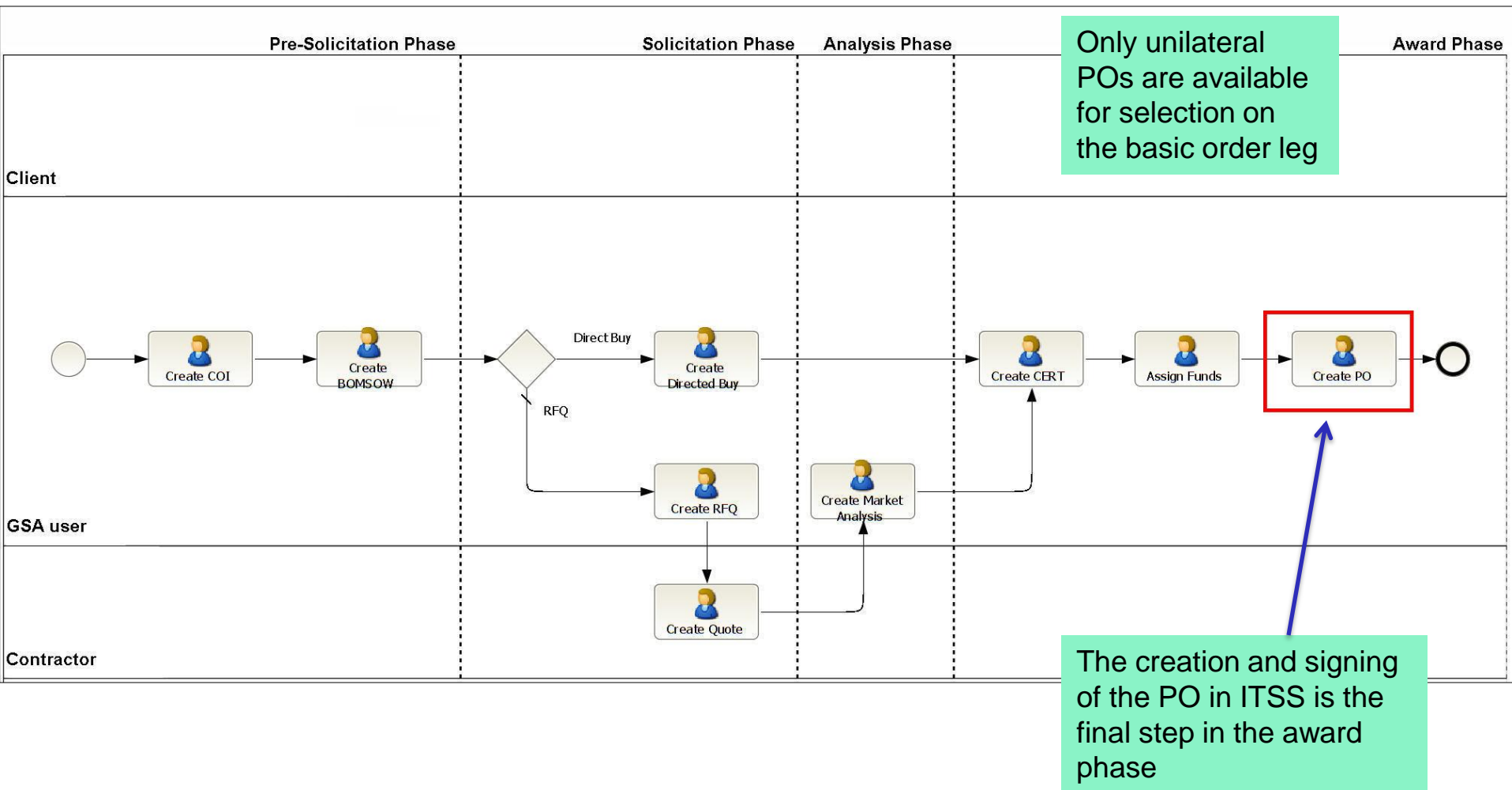
>FPDS-NG Form - ID31120060-001

Click on the Purchase Order link right beneath the Certification of Funds link in the Order Package View to open an existing Purchase Order in view mode. There will be only one awarded Purchase Order on each awarded order leg.

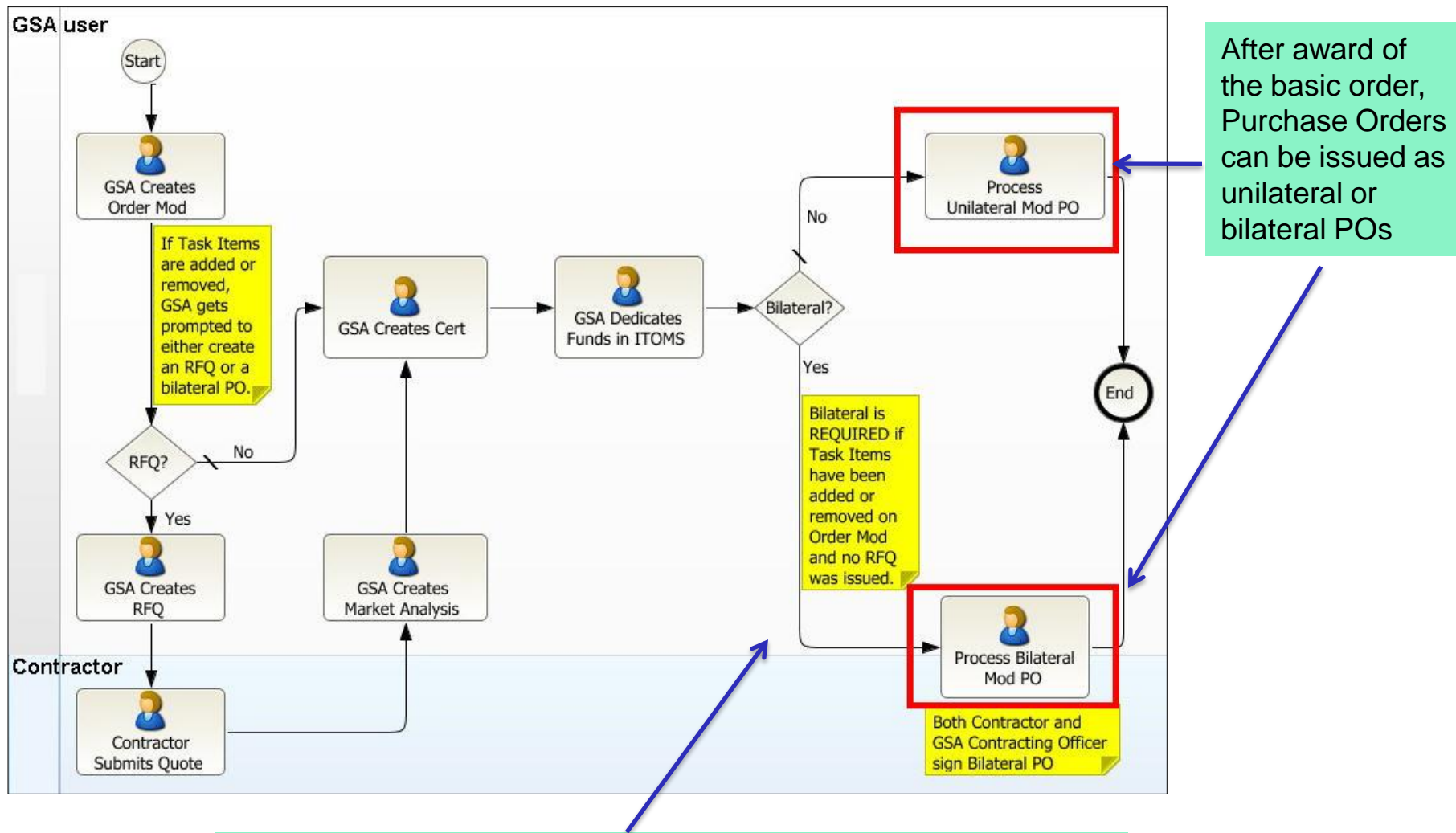
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Within the Pre-Award Workflow Context



Within the Post-Award Workflow Context



A task item business rule enforces that a bilateral PO be issued on an order mod if a task item was added or removed to the order and an RFQ was not issued to the contractor

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WELCOME **ORDERS** FUNDING REGISTRATION CONTRACTS

Directed Buy

[Rec Neg](#) [Create PO](#) [Edit](#) [Go To Order Package](#)

Submitted By: Christopher CSR at 02/07/2012
 Contractor: Steve Contractor (IT INDUSTRY PARTNERS)
 Contract Number: << Open Market >>
 PIID Code: A - Agreements (including basic agreements, BOAs and BPAs)
 Fiscal Year of Award: 2012
 PIID: GS31T12BUA0001
 Contract Type: Fixed Price
 Order ID: ID31120022, Mod 000, Revision 00
 Status: **Ready**

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WELCOME **ORDERS** FUNDING REGISTRATION CONTRACTS

Market Analysis

[Rec Neg](#) [Create PO](#) [Edit](#) [Go To Order Package](#)

Submitted By: Christopher CSR at 02/09/2012
 Order ID: ID31120060 Mod: 000 Version: 00
 ActNumber: A2460659T
 Status: **Quote Selected**

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WELCOME **ORDERS** FUNDING REGISTRATION CONTRACTS

Order Modification

[Create PO](#) [Edit](#) [Reject Order Mod](#) [Go To Order Package](#)

Submitted By: Connie CO at 02/10/2012
 Order ID: ID31120060, Mod 001
 PIID: GS31T12BUA0002
 Act Number: A2460659T
 Contractor: Steve Contractor (IT INDUSTRY PARTNERS) under Open Market
 Modification Status: **Accepted**


After the order leg has been funded, the Purchase Order can be created by clicking the *Create PO* button on either the Directed Buy, Market Analysis, or Order Mod.

Select Purchase Order Form Type



Please select the type of Purchase Order Form that you wish to use for TRAINING001 - 01

A Form 300 cannot be issued as a bilateral PO

<< Select Purchase Order Form >> 

<< Select Purchase Order Form >>

Form300

Form30

Form1449

Form1155

Form26

Form 30 is not available as a PO option on basic order legs

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Purchase Order Types

Purchase Order Type	Condition
Form 300	Basic award form, generally used for all purposes. Should also be used for certain order modifications.
Form 30	Modification form for any other order form
Form 1449	Award form for commercial item purchase, IAW Part 12 of the FAR
Form 26	Contract award form
Form 1155	Use not recommended by FAS community. Identified for possible removal as an RBA option.



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WELCOME

ORDERS

FUNDING

REGISTRATION

CONTRACTS

Refer to the *Standardized Numbering Conventions* training module for information on how the ORDER NUMBER and CONTRACT NUMBER fields are populated.

Form 300

Close Without Saving

ORDER FOR SUPPLIES AND SERVICES

IMPORTANT: See instructions in GSAR 553.370-300-1 for distribution

PAGE 1 OF 1 PAGE(S)

1. DATE OF ORDER 02/09/2012		2. ORDER NUMBER		3. CONTRACT NUMBER GS31T12BUA0002		4. ACT NUMBER A2460659T	
FOR GOVERNMENT USE ONLY	5. ACCOUNTING CLASSIFICATION				6. FINANCE DIVISION		
	FUND 299X	ORG CODE Q03SA000	B/A CODE FR	O/C CODE 25	AC	SS	VENDOR NAME
	FUNC CODE C01	C/E CODE H08	PROJ./PROS. NO.	CC-A	MDL	FI	G/L DEBT
	W/ITEM	CC-B	PRT./CRFT	AI	LC	DISCOUNT	
7. TO: CONTRACTOR (Name, address and zip code) (Name) Steve Contractor (Company) IT INDUSTRY PARTNERS (Address) 2500 Technology Way (Address2) (City)(State)(Zip) Madison, GA 30650 (Country) United States (Phone) (619) 555-0100					8. TYPE OF ORDER LEASE		REFERENCE YOUR
					Furnish the following on the terms specified on s of the order and the attached sheets, if any, delivery as indicated.		
					Every order is subject to instructions contained on only of this form and is issued subject to the d conditions of the above numbered contract.		
					IFICATION NO.		AUTHORITY FOR ISSUING
					ATION:		

Select a contractor from a list of contractors within the company authorized to use the contract or Open Market

9A. EMPLOYER'S IDENTIFICATION NUMBER <input type="text" value="111111111"/>		9B. CHECK, IF APPROP WITHHOLD 20% 		Except as provided herein, all terms and conditions of the original order, as heretofore modified, remain unchanged.	
10A. CLASSIFICATION B. Other than Small Business <input type="button" value="v"/>				10B. TYPE OF BUSINESS ORGANIZATION Corporation <input type="button" value="v"/>	
11. ISSUING OFFICE <i>(Address, zip code, and telephone no.)</i> GSA Region 31 Connie CO 31 IWAC Rd. Arlington, VA 12345 United States (877) 472-4877		12. REMITTANCE ADDRESS (MANDATORY) <i>(Company)</i> IT INDUSTRY PARTNERS <i>(Address)</i> 2500 Technology Way <i>(Address2)</i> <i>(City)(State)(Zip)</i> Madison GA <input type="button" value="v"/> 30650 <i>(Country)</i> United States <input type="button" value="v"/>		13. SHIP TO (Consignee address, zip code and telephone no.) <i>(Attention)</i> Sarah Client <i>(Address)</i> 123 Main St. <i>(Address2)</i> <i>(City)(State)(Zip)</i> Springfield CA <input type="button" value="v"/> 95370 <i>(Country)</i> United States <input type="button" value="v"/> <i>(Phone)</i> (619) 555-0105	
14. PLACE OF INSPECTION AND ACCEPTANCE <i>(Name)</i> Sarah Client <i>(Address)</i> 123 Main St. <i>(Address2)</i> <i>(City)(State)(Zip)</i> Springfield CA <input type="button" value="v"/> 95370 <i>(Country)</i> United States <input type="button" value="v"/>		15. REQUISITION OFFICE (Name, symbol and telephone no.) Christopher CSR GSA Region 31 31 IWAC Rd. Arlington, VA 22201 United States (877) 472-4877			
16. F.O.B. POINT Destination <input type="button" value="v"/>		17. GOVERNMENT B/L NO. <input type="text"/>		18. DELIVERY F.O.B. POINT ON OR BEFORE 02/29/2012	
				19. PAYMENT/DISCOUNT TERMS NET 30 DAYS / <input type="text" value="0.00"/> % <input type="text" value="0"/> DAYS / <input type="text" value="0.00"/> % <input type="text" value="0"/> DAYS	

Enter free-form text in the text area above the table

20. SCHEDULE

NO.	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Furniture	1	lot	\$80,000.00	\$80,000.00
	Seating	1	lot	\$50,000.00	\$50,000.00
	Installation	1	lot	\$45,000.00	\$45,000.00

Task item data is pulled from the Dollars Subform and displayed within a non-editable table

ORGANIZING OFFICE (Name, symbol and telephone no.)
Organization Name, (619) 555-0105

22. SHIPPING POINT
Specified in QUOTE

23. GROSS SHIP WT.

24. MAIL INVOICE TO: (Include zip code)
Finance Operations and Disbursement
Branch (BCEB)
299X
PO Box 219434

Kansas City, MO 641219434
United States

25A. FOR INQUIRIES REGARDING PAYMENT CONTACT:
GSA Finance Customer S

25B. TELEPHONE NO.
816-926-7287

26A. NAME OF CONTRACTING/ORDERING OFFICER (Type)
Connie CO

26B. TELEPHONE NO.
(877) 472-4877

26C. SIGNATURE
☐ Sign

GENERAL SERVICES ADMINISTRATION 1. PAYING OFFICE GSA FORM 300 (R)

An editable signature checkbox is displayed to the GSA Contracting Officer (CO) for signing the PO, and is not available for CSR.

Additional Information

BOMSOW DATE: 02/09/2012	QUOTE DATE: 02/09/2012	ORDER ID: ID31120060	CONTRACT TYPE Fixed Price
DELIVERY DATE: 02/21/2012	COST TO CLIENT: \$193,100.00	FEE AMOUNT \$18,100.00	COST TO GSA: \$175,000.00
PERFORMANCE PERIOD: From 02/15/2012	PERFORMANCE PERIOD: To 02/29/2012	TOTAL COST \$ AMT: \$175,000.00	
DUNS # 999999999			

Submit is displayed to COs. Click Submit to award the order.

Save as Draft and Submit for Signature are displayed to CSRs.

Clicking Submit, Save as Draft or Submit for Signature will validate the Contractor demographic data against the CCR.

Dates for Mod - 000

Prior Mod 000 Period of Performance

From: 02/15/2012 To: 02/29/2012

Vendor Invoiced For Period Of Performance

From: To:

New Period of Performance

From: 02/15/2012 To: 02/29/2012

Date: Desired Delivery Date 02/21/2012

Edit History

Submit

Close Without Saving

Form 30

 Contractual Mod
Number

 Close Without
Saving

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

 PAGE 1 OF 1
PAGE(S)

2. AMENDMENT/MODIFICATION NO.

ID31120060 / A 001

3. EFFECTIVE DATE

02/10/2012

4. REQUISITION/PURCHASE REQ. NO.

A2460659T

5. PROJECT NO. (if applicable)

6. ISSUED BY

 GSA Region 31
 Connie CO
 31 IWAC Rd.
 Arlington, VA 12345
 United States
 (877) 472-4877

7. ADMINISTERED BY (If other than Item 6)

Connie CO (877) 472-4877

 8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)
 (Name)

Steve Contractor

(Company)

IT INDUSTRY PARTNERS

(Address)

2500 Technology Way

(Address2)

(City, State, Zip)

Madison , GA

(Country)

United Kingdom

(Phone)

(619) 555-0100

CODE

FACILITY CODE

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.

GS31T12BUA0002 /

TYPE OF MODIFICATION:

B. Administrative Change (No Funding or POP Date Changes)

10B. DATED (SEE ITEM 11)

02/09/2012

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

- ☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers
☐ is extended ☐ is not extended

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12.ACCOUNTING AND APPROPRIATION DATA (If required)
 299X.Q03SA000.FR.25.C01.H08...

**13. THIS ITEM ONLY APPLIES TO MODIFICATIONS OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

- ☐ A THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify Authority) THE CHAI
 FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
- ☐ B THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
- ☐ C THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
- ☐ D OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ IS ☐ IS NOT required to sign this document and return copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract matter where feasible.)

ORDER MOD DATED: 02/10/2012 Proposal Dated: 02/10/2012 Order ID: ID31120060

PERFORMANCE PERIOD FROM: 02/15/2012 PERFORMANCE PERIOD TO: 02/29/2012 DELIVERY DATE:


ITEM NO	TASK ITEM DESCRIPTION	PREVIOUS MOD AMOUNT	MOD CHANGE AMOUNT	NEW MOD AMOUNT
0001	Furniture	\$80,000.00	\$0.00	\$80,000.00
0002	Seating	\$50,000.00	\$0.00	\$50,000.00
0003	Installation	\$45,000.00	\$0.00	\$45,000.00

Free text.

Indicate whether the PO is unilateral (IS NOT) or bilateral (IS). Bilateral POs must be signed first by the Vendor, then by the CO to complete the award.

Task item data is pulled from the Dollars Subform and displayed within a non-editable table

F.O.B. POINT:

Destination 

FOR INQUIRIES REGARDING PAYMENT CONTACT:

(Name) GSA Finance Customer S (Phone) 816-926-7287

	PRIOR AMOUNT	NEW AMOUNT	INCREASE/DECREASE
Cost To GSA:	\$175,000.00	\$175,000.00	\$0.00

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

(Name)

Connie CO

(Phone)

(877) 472-4877

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

☐ Sign

(Signature of person authorized to sign)

NSN 7540-01-152-8070

Previous edition unusable

STANDARD FORM 30 (REV. 10-83)

Prescribed by GSA FAR (48 CFR) 53.243

▼ Additional Information

	PRIOR AMOUNT	NEW AMOUNT	INCREASE/DECREASE
Cost To Client:	\$193,100.00	\$193,100.00	\$0.00
Fee Amount	\$18,100.00	\$18,100.00	\$0.00
Cost To GSA:	\$175,000.00	\$175,000.00	\$0.00
DUNS #			
999999999			

Dates for Mod - 001

	Prior Mod 000 Period of Performance
From:	02/15/2012 To: 02/29/2012
	Vendor Invoiced For Period Of Performance
From:	To:
	New Period of Performance
From:	02/15/2012 To: 02/29/2012
Date:	Desired Delivery Date: 02/21/2012

▶ Edit History

Submit

Submit for
SignatureClose Without
Saving

An editable signature checkbox is displayed to the GSA Contracting Officer (CO) for signing the PO, and is not available for CSR.

Submit for Signature button:

- If PO is bilateral, the vendor will be notified and will be required to sign before the CO can complete the award.
- If PO is unilateral, the CO will be notified and will be able to sign and complete the award

****Once this button is clicked, the PO data will no longer be editable.**

Refer to *Standardized Numbering Conventions* training module for information on how the ORDER NUMBER and CONTRACT NO. fields are populated.

GSA IT-Solutions Shop You are signed in as Connie CO		Guide Me • Site Help • Contact Us • Need Assistance • Log Out	
WELCOME ORDERS FUNDING REGISTRATION			
Form 1449			
<div> Print Print W/Terms Go To Order Package </div>			
SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30.		1. REQUISITION NUMBER A2460661C	PAGES 1 OF (1) PAGE(S)
2. CONTRACT NO. GS31T12BUA0001	3. AWARD/EFFECTIVE DATE 02/10/2012	4. ORDER NUMBER	5. SOLICITATION NUMBER
7. FOR SOLICITATION INFORMATION CALL:	a. NAME	b. TELEPHONE NUMBER (No Collect Calls)	8. SOLICITATION ISSUE DATE
9. ISSUED BY GSA Region 31 Connie CO 31 IWAC Rd. Arlington, VA 12345 United States (877) 472-4877	10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: SIC: SIZE STANDARD:	11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED Destination <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING	12. DISCOUNT TERMS NET 30 DAYS / 0.00 % DAYS / 0.00 % 0 DAYS
15. DELIVER TO Sarah Client 123 Main St. Springfield, CA 95370 United States (619) 555-0105	16. ADMINISTERED BY Connie CO (877) 472-4877		
17a. CONTRACTOR/ OFFEROR Steve Contractor IT INDUSTRY PARTNERS 2500 Technology Way Madison, GA 30650 United Kingdom (619) 555-0100	18a. PAYMENT WILL BE MADE BY Finance Operations and Disbursement Branch (BCEB) 299X PO Box 219434 Kansas City, MO 641219434 United States		

Once a PO is signed by the Contracting Officer, users are able to Print the PO or Print the PO with Terms

Vendor addresses located outside the United States are not automatically verified against CCR data and should be verified manually

17b. <input type="checkbox"/> CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED			
19. ITEM NO	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
ITEM NO.	TASK ITEM DESCRIPTION		PREVIOUS MOD AMT	MOD CHANGE AMT	NEW MOD AMT
0001	Furniture		\$0.00	\$80,000.00	\$80,000.00
0002	Seating		\$0.00	\$50,000.00	\$50,000.00
0003	Installation		\$0.00	\$45,000.00	\$45,000.00
25. ACCOUNTING AND APPROPRIATION DATA 299X.Q03SA000.FR.25.C01.H08...			26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$175,000.00		
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 and 52.212-5 ARE ATTACHED. ADDENDA ATTACHED. <input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA ATTACHED.					
28. CONTRACTOR IS NOT REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. <input type="checkbox"/> CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.			29. AWARD OF CONTRACT: REFERENCE OFFER DATE . YOUR OFFER ON SOLICITATION (BLOCK 5) INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:		
30a. SIGNATURE OF OFFEROR/CONTRACTOR		31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) Connie CO			
30b. NAME AND TITLE OF SIGNER (Type or print)	30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (Type or print) Connie CO (877) 472-4877		31c. DATE SIGNED 2012-02-10	
32a. QUANTITY IN COLUMN 21 HAS BEEN		32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE		32c. DATE	
32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT		
37. CHECK NUMBER		38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY	
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		42a. RECEIVED BY (Print)			
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER GSA Finance Customer Support 816-926-7287	41c. DATE	42b. RECEIVED AT (Location)			
		42c. DATE REC'D (YY/MM/DD)	42d. TOTAL CONTAINERS		
AUTHORIZED FOR LOCAL REPRODUCTION		SEE REVERSE SIDE FOR OMB CONTROL NUMBER AND PAPERWORK BURDEN STATEMENT		STANDARD FORM 1449 (REV. 4-2002) Prescribed by GSA - FAR (48 CFR) 53.212	

Task item data is pulled from the Dollars Subform and displayed within a non-editable table

Once the PO is signed by the Contracting Officer their name and the date the PO was signed are displayed on the PO.

Additional Fields

DUNS #
999999999

Edit History

WELCOME

ORDERS




FUNDING

REGISTRATION

CONTRACTS

Form 26

 Close Without
Saving

AWARD/CONTRACT		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)		RATING <input type="text"/>	PAGES 1 OF (1) PAGE(S)
2. CONTRACT (Proc. Inst. Ident.) NO. GS31T12BUA0001		3. EFFECTIVE DATE <input type="text" value="02/10/2012"/>	4. REQUISITION/PURCHASE REQUEST/PROJECT NO. / A2460661C		
CODE 		CODE			
5. ISSUED BY GSA Region 31 Connie CO 31 IWAC Rd. Arlington, VA 12345 United States (877) 472-4877		6. ADMINISTERED BY (If other than Item 5) GSA Region 31 Connie CO 31 IWAC Rd. Arlington, VA 12345 United States			
7. NAME AND ADDRESS OF CONTRACTOR(No., street, county, State and ZIP Code) (Name) <input type="text" value="Steve Contractor"/> (Company Name) <input type="text" value="IT INDUSTRY PARTNERS"/> (Address) <input type="text" value="2500 Technology Way"/> (Address2) <input type="text"/> (City)(State)(Zip) <input type="text" value="Madison"/> <input type="text" value="GA"/> <input type="text" value="30650"/> (Country) <input type="text" value="United States"/> (Phone Number) <input type="text" value="(619) 555-0100"/> CODE		8. DELIVERY ORIGIN <input type="text"/> 9. DISCOUNT FOR PROMPT PAYMENT NET 30 DAYS / <input type="text" value="0.00"/> % <input type="text" value="0"/> DAYS / <input type="text" value="0.00"/> % <input type="text" value="0"/> DAYS 10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN 			
FACILITY CODE		ITEM <input type="text"/>			

Refer to the *Standardized Numbering Conventions* training module for information on how CONTRACT (Proc. Inst. Ident.) NO. field is generated.

11. SHIP TO/MARK FOR Sarah Client (Address) 123 Main St. (Address2) _____ (City)(State)(Zip) Springfield CA 95370 (Country) United States (Phone Number) (619) 555-0105	12. PAYMENT WILL BE MADE BY Finance Operations and Disbursement Branch (BCEB) 299X PO Box 219434 Kansas City, MO 641219434 United States
13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c) _____ <input type="checkbox"/> 41 U.S.C. 253(c) _____	14. ACCOUNTING AND APPROPRIATION DATA 299X. Q03SA000 .FR.25.C01.H08... _____

15A. ITEM NO.	15B. SUPPLIES/SERVICES	15C. QUANTITY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT
ITEM NO.	TASK ITEM DESCRIPTION		PREVIOUS MOD AMT	MOD CHANGE AMT	NEW MOD AMT
0001	Furniture		\$0.00	\$80,000.00	\$80,000.00
0002	Seating		\$0.00	\$50,000.00	\$50,000.00
0003	Installation		\$0.00	\$45,000.00	\$45,000.00

15G. TOTAL AMOUNT OF CONTRACT \$175,000.00

16. TABLE OF CONTENTS							
(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
<input type="checkbox"/>	A	SOLICITATION/CONTRACT FORM	<input type="text"/>	<input type="checkbox"/>	I	CONTRACT CLAUSES	<input type="text"/>
<input type="checkbox"/>	B	SUPPLIES OR SERVICES AND PRICES/COSTS	<input type="text"/>	PART III- LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS			
<input type="checkbox"/>	C	DESCRIPTIONS/SPECS./WORK STATEMENT	<input type="text"/>	<input type="checkbox"/>	J	LIST OF ATTACHMENTS	<input type="text"/>
<input type="checkbox"/>	D	PACKAGING AND MARKING	<input type="text"/>	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
<input type="checkbox"/>	E	INSPECTION AND ACCEPTANCE	<input type="text"/>	<input type="checkbox"/>	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	<input type="text"/>
<input type="checkbox"/>	F	DELIVERIES OR PERFORMANCE	<input type="text"/>	<input type="checkbox"/>	L	INSTRUS., CONDS., AND NOTICES TO OFFERORS	<input type="text"/>
<input type="checkbox"/>	G	CONTRACT ADMINISTRATION DATA	<input type="text"/>	<input type="checkbox"/>	M	EVALUATION FACTORS FOR AWARD	<input type="text"/>
<input type="checkbox"/>	H	SPECIAL CONTRACT REQUIREMENTS	<input type="text"/>				

Task item data is pulled from the Dollars Subform and displayed within a non-editable table

Enter free-form text in the text area below the table

Indicate if the PO is bilateral (IS) or unilateral (IS NOT)

CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE

17. CONTRACTOR'S NEGOTIATED AGREEMENT

(Contractor ☐ IS ☐ IS NOT required to sign this document and return

copies to the issuing office.)

Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached of incorporated by reference herein. *(Attachments are listed herein.)*

19A. NAME AND TITLE OF SIGNER (Type or print)

19B. NAME AND TITLE OF SIGNER (Type or print)

BY _____
(Signature of person authorized to sign)

19C. DATE SIGNED

AUTHORIZED FOR LOCAL REPRODUCTION

18. AWARD

Your offer on Solicitation Number TRAINING001 including the additions or changes made by you above, is hereby accepted as to the items listed above and on any condition sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.

20A. NAME OF CONTRACTING OFFICER
(Name)

Connie CO

(Phone)

(817) 555-2479

20B. UNITED STATES OF AMERICA

BY ☐ Sign
(Signature of Contracting Officer)

20C. DATE SIGNED

STANDARD FORM 26 (REV. 12-2002)
Prescribed by GSA - FAR (48 CFR) 53.214(a)

► **Edit History**

Submit

Close Without
Saving

An editable signature checkbox is displayed to the GSA Contracting Officer for signing the PO

When a CO attempts to sign and submit a PO, the system will validate that the user is not the same user who certified the funds for that order leg. If the GSA User is one in the same, the system will display a hard validation error preventing the CO from signing the PO, but will allow it to be submitted without being signed.

Click on the *Print* button to display the PO form as a paper document without RBA headers and borders

ORDER FOR SUPPLIES AND SERVICES				IMPORTANT: See instructions in GSAR 553.370-300.1 for distribution		PAGE 1 OF 1 PAGE(S)		
1. DATE OF ORDER 02/09/2012		2. ORDER NUMBER		3. CONTRACT NUMBER GS31T12BUA0002		4. ACT NUMBER A2460659T		
FOR GOVERNMENT USE ONLY		5. ACCOUNTING CLASSIFICATION				6. FINANCE DIVISION		
		FUND 299X	ORG CODE Q03SA000	B/A CODE FR	O/C CODE 25	AC	SS	VENDOR NAME
		FUNC CODE C01	C/E CODE H08	PROJ./PROS. NO.	CC-A	MDL	FI	G/L DEBT
		W/ITEM	CC-B	PRT./CRFT	AI	LC	DISCOUNT	
7. TO: CONTRACTOR (Name, address and zip code) Steve Contractor IT INDUSTRY PARTNERS 2500 Technology Way Madison, GA 30650 United Kingdom (619) 555-0100				8. TYPE OF ORDER A. PURCHASE Please furnish the following on the terms specified on both sides of the order and the attached sheets, if any, including delivery as indicated. This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above numbered contract. C. MODIFICATION NO. 000 TYPE OF MODIFICATION:				
9A. EMPLOYER'S IDENTIFICATION NUMBER 111111111				9B. CHECK, IF APPROP WITHHOLD 20%		Except as provided herein, all terms and conditions of the original order, as heretofore modified, remain unchanged.		
10A. CLASSIFICATION B. Other than Small Business				10B. TYPE OF BUSINESS ORGANIZATION C. Corporation				
11. ISSUING OFFICE (Address, zip code, and telephone no.) GSA Region 31 Connie CO 31 IWAC Rd. Arlington, VA 12345 United States (877) 472-4877		12. REMITTANCE ADDRESS (MANDATORY) IT INDUSTRY PARTNERS 2500 Technology Way Madison, GA 30650 United States		13. SHIP TO (Consignee address, zip code and telephone no.) Sarah Client 123 Main St. Springfield, CA 95370 United States (619) 555-0105				
14. PLACE OF INSPECTION AND ACCEPTANCE Sarah Client 123 Main St. Springfield, CA 95370 United States				15. REQUISITION OFFICE (Name, symbol and telephone no.) Christopher CSR GSA Region 31 31 IWAC Rd. Arlington, VA 22201 United States (877) 472-4877				
16. F.O.B. POINT Destination		17. GOVERNMENT B/L NO.		18. DELIVERY F.O.B. POINT ON OR BEFORE 02/29/2012		19. PAYMENT/DISCOUNT TERMS NET 30 DAYS / 0.00 % 0 DAYS / 0.00 % 0 DAYS		
20. SCHEDULE								
ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)			
0001	Furniture	1	lot	\$80,000.00	\$80,000.00			
0002	Seating	1	lot	\$50,000.00	\$50,000.00			
0003	Installation	1	lot	\$45,000.00	\$45,000.00			
21. RECEIVING OFFICE (Name, symbol and telephone no.) Organization Name, (619) 555-0105				TOTAL From 300-A(s)				
22. SHIPPING POINT Specified in QUOTE		23. GROSS SHIP WT.		GRAND TOTAL		\$175,000.00		
24. MAIL INVOICE TO: (Include zip code) Finance Operations and Disbursement Branch (BCEB) 299X PO Box 219434 Kansas City, MO 641219434 United States		25A. FOR INQUIRIES REGARDING PAYMENT CONTACT: GSA Finance Customer Support		25B. TELEPHONE NO. 816-926-7287				
		26A. NAME OF CONTRACTING/ORDERING OFFICER (Type) Connie CO		26B. TELEPHONE NO. (877) 472-4877				
		26C. SIGNATURE Connie CO 02/09/2012						
GENERAL SERVICES ADMINISTRATION		1. PAYING OFFICE		GSA FORM 300 (REV. 2-93)				

Purchase Order Status Glossary

Status	Definition
Initialized	GSA user has selected purchase order type.
Pending Vendor Signature	Purchase Order is bilateral and requires Contractor to co-sign.
Rejected	Purchase Order has been rejected by GSA user. New Purchase Order must be created to award the order leg.
Signed	Purchase Order has been signed and awarded by an authorized GSA Contracting Officer.

Next Steps...

- Upon award of the basic Purchase Order the following documents can be generated:
 - Acceptance Information Document to accompany a *VITAP Imported Invoice*
 - Order Modification Document
 - Supporting Documents
 - Action Memo
 - Report
 - Resume Acceptance
 - Shipping Document
 - Staffing Notice

Federal Acquisition Service

Questions & Support

- For questions regarding AAS Policy please contact randy.matlack@gsa.gov or robert.niewood@gsa.gov
- For questions regarding the RBA Purchase Order training module please contact RBA Technical Support:
 - Phone: (877) 472-4877
 - Email: AASBS.helpdesk@gsa.gov

